



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

GRANTS AND REVENUE COORDINATOR, DISTRICT ATTORNEY

Class No. 002404

■ CLASSIFICATION PURPOSE

To plan, develop, direct, coordinate, and monitor grants, fiscal, and revenue management programs for the Office of the District Attorney; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

The Grants & Revenue Coordinator, District Attorney is a one-position class allocated only to the Office of the District Attorney. This position reports to the Departmental Budget Manager and is responsible for grants, fiscal, and revenue management program development and monitoring activities related to fiscal control, accounting, and budgeting.

■ FUNCTIONS

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Title X

Essential Functions:

1. Plans, directs, and coordinates grants and fiscal management activities.
2. Performs fiscal and revenue analysis.
3. Prepares the fiscal and expenditure plans for the department.
4. Performs fiscal control by monitoring expenditures and revenue realization.
5. Develops, recommends, and evaluates programs related to fiscal and revenue management.
6. Prepares narrative and statistical reports.
7. Assists the Departmental Budget Manager in establishing and implementing organizational policies and procedures for department grants, fiscal, and budget operations.
8. Assists in monitoring effectiveness of policies and procedures, and makes revisions or recommendations for improvement as appropriate.
9. Assists in directing and coordinating the fiscal and analytical operations of the department, which may include, but are not limited to, the functions of budgeting, fiscal control, accounting, grant preparation and analysis, and contract administration.
10. Conducts or directs complex management studies and special projects pertaining to a variety of administrative and operational problems.
11. Determines actions appropriate for improvement.
12. Advises the department director on findings and methods of effective solutions.
13. Coordinates the preparation of the departmental budget.
14. Reviews and analyzes budgets of various programs or departments.
15. Prepares budget requests and documents.
16. Monitors departmental budget needs and requests.
17. Prepares, coordinates, and reviews the preparation of grant proposals and applications for various District Attorney programs and projects.

18. Presents proposals to various boards and commissions in order to gain approval for programs and projects.
19. Interfaces with governmental agencies' personnel regarding requirements for obtaining funds and monitoring procedures.
20. Ensures proper claiming of grant monies and adherence to grant requirements.
21. Determines the effect of legislation on operations and programs within the department, and advises superiors of the legislative impact.
22. Takes appropriate action in order to ensure compliance with existing rules and regulations.
23. Explains new policies, procedures, methods, and systems.
24. Provide responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

**Non-Essential Functions:**

1. Serves as reference for substantial problems.
2. May supervise and evaluate the work of subordinate staff.
3. Acts in the absence of the Departmental Budget Manager.

**■ KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of:

- Principles and practices of program development and evaluation.
- Principles and practices of grant preparation and monitoring.
- Fiscal analysis and management.
- Program and line item budgeting.
- Cost/benefit analysis.
- Principles and practices of public administration and management.
- Statistical methods and concepts.
- County functions, organization, and operations.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Identify problems and evaluate alternatives; recommend and implement solutions.
- Analyze data and draw clear, accurate conclusions.
- Prepare, analyze and monitor program budgets, line-item budgets, and budget-related reports.
- Develop and direct fiscal and revenue management programs related to fiscal control, accounting, budgeting, purchasing, and facilities services.
- Prepare statistical and narrative reports.
- Perform mathematical calculations.
- Communicate effectively, orally and in writing.
- Develop and use computerized spreadsheets and applications.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

**■ EDUCATION/EXPERIENCE**

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: Three (3) years of experience at the level of an Administrative Assistant III or Analyst III with the County of San Diego, preparing and administering large Federal or State grants and revenue programs in a large public agency, or in an organization which deals with public agencies. Experience in a law enforcement agency is highly desirable.

## ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

## ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

### Certification/Registration

None Required.

### Working Conditions

Office environment; exposure to computer screens.

### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

### Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

**New: March 28, 1997**  
**Reviewed: April 2004**